

Umbrella Holiday Pay Policy

As an employee of an umbrella company you are entitled to paid holiday. Your agency or hirer should factor holiday pay in to the rate that is agreed with you at the start of each assignment. Your holiday pay will clearly be detailed on your payslip.

Holiday pay calculation

The amount of holiday pay you receive will be dependent on your earnings.

Under the Working Time Regulations 1998 your annual paid leave entitlement is 5.6 weeks per year, this equates to 46.4 working weeks.

To work out your holiday entitlement percentage divide, 5.6 by 46.4 = 0.12069 (12.07%)

This means that your holiday pay rate will be your gross income (before tax) multiplied by 12.07%.

Please be aware that if you ask to have your holiday pay included as part of your weekly wage then you will not receive any further holiday pay when you take time off work.

Your holiday pay

You have a choice about what we do with your holiday pay:

1. You can receive your holiday pay each week with your wages payment. Your holiday pay will still be listed separately on your payslip, so you can see how much of your pay is for work completed and how much is holiday pay.

2. Bishopsgate can retain your holiday pay and have it paid across to you when you take time off for annual leave. Your updated accrued holiday balance will be displayed for you on all of your payslips.